



SUTTER COUNTY CHILDREN & FAMILIES  
COMMISSION MEETING  
December 1, 2025

The Sutter County Children & Families Commission (SCCFC) held a public hearing and a special meeting on the above date at 3:30 p.m. at the Sutter County Administrative Office Conference Room, 1160 Civic Center Blvd., Ste. A, Yuba City, CA 95993.

**CALL TO ORDER**

Chairman Ziegenmeyer called the meeting to order at 3:30 p.m. & requested roll call.

**COMMISSIONERS PRESENT:** Commissioners Mike Ziegenmeyer, Sarah Eberhardt-Rios, Doreen Osumi, Mat Gulbrandsen, Nicole Ritner, Tonya Byers, Dr. Robert Morgan & Narinder Dhaliwal

**COMMISSIONERS ABSENT:** Commissioner Toni Cole

**STAFF PRESENT:** Michele Blake, Executive Director & Julie Price, Executive Secretary

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**PLEDGE OF ALLEGIANCE**

Commissioner Ziegenmeyer led the Commission & audience in the Pledge of Allegiance

**PUBLIC PARTICIPATION**

No public comment was received.

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**PUBLIC HEARING**

**1) Approval of FY 2024-2025 Sutter County Children & Families Commission Financial Audit Report**

Dr. Michele Blake, Executive Director, referenced the FY 2024–2025 Sutter County Children & Families audit report included in the meeting packet. Dr. Blake reported that \$267,795 has been added to Commission reserves and that MAA and TCM funding for the fiscal year had not yet been received or transferred from Sutter County Health & Human Services.

Dr. Blake also noted the independent auditor's finding, 2008-001 to 2025-001 Reliance upon Auditor for Reporting and Footnote Disclosures. The Commission held a discussion around the finding and determined the Commission's response, "The Commission has determined there is no cost-benefit to hiring an accountant familiar with generally accepted accounting principles or hiring an independent CPA firm with such experience to compile full disclosure financial statements for the purpose of avoiding significant deficiency and material weakness. The Commission feels that

management provides reliable financial statements for board decision-making and reliance upon the auditor for foot note disclosures is cost effective.” was suffice.

Additionally, Commissioner Osumi requested that staff investigate options to hire an accountant knowledgeable in generally accepted accounting principles (GAAP) or to contract with an independent CPA firm with such expertise to prepare full-disclosure financial statements and address the finding in future audits.

This having been heretofore fixed as the date, time and place to hold a public hearing regarding presentation of FY 2024-2025 Sutter County Children & Families Commission Audit Report, the matter was called to be heard. There being no public testimony, Chairman Ziegenmeyer closed the public hearing.

On motion of Commissioner Byers, seconded by Commissioner Ritner and carried as follows: AYES: Commissioners Ziegenmeyer, Byers, Eberhardt-Rios, Osumi, Morgan, Dhaliwal, Ritner, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Cole; the Commission approved the FY 2024-2025 Sutter County Children & Families Commission Audit Report.

## **2) Approval of FY 2024-2025 Sutter County Children and Families Commission Annual Report**

Dr. Blake reviewed the FY 2024-2025 Sutter County Children & Families Commission Annual Report included in the meeting packet and noted the Commission served 40,386 children, families, and caregivers during FY 2024–2025.

This having been heretofore fixed as the date, time and place to hold a public hearing regarding presentation of Sutter County Children & Families Commission FY 2024-2025 Annual Report, the matter was called to be heard. There being no public testimony, Chairman Ziegenmeyer closed the public hearing.

On motion of Commissioner Dhaliwal, seconded by Commissioner Eberhardt-Rios and carried as follows: AYES: Commissioners Ziegenmeyer, Byers, Eberhardt-Rios, Osumi, Morgan, Dhaliwal, Ritner, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Cole; the Commission approved the Sutter County Children & Families Commission FY 2024-2025 Annual Report.

## **ACTION ITEMS**

### **3) AUTHORIZATION TO ACCEPT PATH CITED INTERGOVERNMENTAL TRANSFER (IGT) AWARD AND PROVIDE REQUIRED MATCH**

Dr. Blake reviewed the staff report and provided background information, noting that in November 2025 the California Department of Health Care Services (DHCS) notified the Sutter County Children & Families Commission (SCCFC) of its selection to participate in the highly competitive PATH CITED Round 4 CITED-IGT funding pathway, which is available exclusively to eligible public entities. Dr. Blake explained that the PATH CITED IGT mechanism is part of the CalAIM Section 1115 Demonstration Waiver and is intended to build local infrastructure to support the delivery, sustainability, and integration of Enhanced Care Management (ECM) and Community Supports (CS) services with managed care. She further noted that this funding opportunity aligns with SCCFC’s mission to strengthen whole-child and whole-family supports, stabilize the care coordination workforce, and expand ECM-aligned programming.

Dr. Blake reviewed the award details, stating the total funding offered is \$405,397.20, comprised of \$202,698.60 in federal matching funds and a required \$202,698.60 non-federal Intergovernmental Transfer (IGT) match. She explained that SCCFC must provide the non-federal share to draw down

the federal funds and that reimbursement is tied to milestones approved through bi-annual progress reports.

Commissioners engaged in a lengthy discussion regarding the required matching funds and ultimately decided to hold the item for action and directed staff to research whether Proposition 10 funds may be used as allowable matching funds, whether the full match must be provided upfront, and whether other First 5 commissions have participated in previous CITED-IGT funding rounds.

#### **4) AUTHORIZATION TO RENEW FINDHELP® SUBSCRIPTION AGREEMENT THROUGH DECEMBER 31, 2026**

Dr. Blake reviewed the staff report, noting that SCCFC has used FindHelp® (formerly Aunt Bertha) since 2021 as a core tool for family navigation, referrals, and cross-system coordination. She explained that the platform supports multiple Commission initiatives, including Help Me Grow, car seat safety, diaper bank operations, the Blue Shift Perinatal Mental Health initiative, and CDBS services. FindHelp® is a HIPAA- and FERPA-compliant, closed-loop referral system that helps families and providers access local services and improves follow-up across partner networks. The platform has been customized with local providers and referral pathways, with ongoing support for troubleshooting, workflow optimization, data reporting, CBO onboarding, and technical training.

Dr. Blake reported that the total cost to renew the FindHelp® subscription for the 2026 service year is \$27,477.60. She noted that \$19,260 of this amount was planned to be covered by CITED IGT funding to support ECM/CS-specific referral tracking and system infrastructure, as outlined in the CITED IGT workplan, with the remaining \$8,217.60 funded through the FY 2025–2026 SCCFC Budget Strategic Plan Support Contingency line item.

Commissioners engaged in a lengthy discussion and approved the subscription cost for one year, directed staff to explore additional community partners to share the expense and identify alternative funding sources to support the platform. They also instructed staff to use funds from the Program & Systems Improvements line item to cover the expense if the Commission chooses not to utilize CITED IGT funding.

On motion of Commissioner Dhaliwal, seconded by Commissioner Eberhardt-Rios and carried as follows: AYES: Commissioners Ziegenmeyer, Byers, Eberhardt-Rios, Osumi, Morgan, Dhaliwal, Ritner, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Cole; the Commission authorized renewal of the FindHelp® (Aunt Bertha) subscription agreement in the amount of \$27,477.60, extending service from January 1, 2026, through December 31, 2026, and further authorize the Executive Director to execute the renewal amendment and any associated platform support service agreements needed to implement this subscription.

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#### **CONSENT CALENDAR**

On motion of Commissioner Dhaliwal, seconded by Commissioner Eberhardt-Rios and carried as follows: AYES: Commissioners Ziegenmeyer, Byers, Eberhardt-Rios, Osumi, Morgan, Dhaliwal, Ritner, Gulbrandsen; ABSTAIN: None; NOES: None; ABSENT: Cole; the Commission approved the Consent Calendar, as follows:

#### **4) Approval of the October 29, 2025 meeting minutes.**

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**DIRECTORS REPORT****In the Community**

Dr. Blake delivered a detailed visual presentation highlighting recent community events in which staff participated, as well as upcoming community events.

**Office of Traffic Safety Child Passenger Safety Program Kickoff PSA**

Dr. Blake referenced the Child Passenger Safety Program Kickoff PSA from the Office of Traffic Safety included in the meeting packet. She noted that the Commission was awarded \$213,110 in grant funds, which will be used to support community outreach events, educational classes, distribution of child safety seats, and training on the proper installation and use of child safety seats.

**Jingle & Mingle: 2025 Year End Program Review**

Dr. Blake referenced the community partner invitation for the Commission's annual review of programs and services included in the meeting packet. She encouraged Commissioners to attend, if their schedules permit, to show appreciation to community partners.

**Program Reports**

Commissioners reviewed the program report included in the meeting packet. No discussion was held.

**Correspondence**

Commissioners reviewed correspondence included in the meeting packet. No discussion was held.

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**PUBLIC COMMENT**

No public comment was received.

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**ADJOURNMENT**

With no further business coming before the Commission, the meeting was adjourned at 4:34 p.m.

By:  
Julie Price  
Staff Analyst